

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: October 19, 2005

Division: Engineering

Bulk Item: Yes X No

Department: Facilities Development

Staff Contact: David S. Koppel, PE
County Engineer

AGENDA ITEM WORDING:

Approval of three new positions for the Engineering Division to manage the work primarily associated with the Key West Airport Project.

ITEM BACKGROUND:

These three positions will have no impact on ad valorem taxes. The positions will be funded from the Key West Airport Fund, grants associated with the airport project, and the one cent infrastructure sales tax fund. By taking over this work from URS **we can eliminate most of the \$1 million project management fee from URS.**

Existing staff will also be working on the airport project while the three new positions will be helping on other project. The net effect is that at least three full time equivalent positions will be charged to the airport project.

PREVIOUS RELEVANT BOCC ACTION: None

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval

TOTAL COST: \$150,000 (approximately) plus benefits BUDGETED: Yes X No

COST TO COUNTY: \$150,000 (approximately) plus benefits SOURCE OF FUNDS: Airport Fund and Fund 304

REVENUE PRODUCING: Yes No X AMOUNT Per Month Year

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:
David Koppel, PE, County Engineer

DOCUMENTATION: Included X Not Required

DISPOSITION: AGENDA ITEM NO.:

MONROE COUNTY

JOB DESCRIPTION

Position Title: FACILITIES DEVELOPMENT CONTRACTS ADMINISTRATOR

Date: 9-22-05

Position Level: 11

FLSA Status:

Class Code:

GENERAL DESCRIPTION

Responsible for generating, executing and tracking of all contracts for consultants and construction by the Facilities Development Department (Construction Management.). Responsible for generating and processing COs, Addenda, RFQs and other documents associated with construction contracts.

KEY RESPONSIBILITIES

1. *Complete oversight of the contract process. Generates and reviews contracts for compliance and completeness.
2. *Responsible for tracking all contracts including investigation, input on settlement, payments and coordination with Clerk of Court, finance director, and legal department.
3. *Review all requests for payment for contractual compliance and conformity to schedule of values.
4. *Review all required pre-construction documentation for completeness.
5. *Calculate substantial completion dates.
6. Respond to all departments requesting information on Facility Development contracts.
7. Assist department head with budget issues.
8. *Assure that all new vendors are properly registered with Monroe County.
9. *Review monthly agenda items related to Facilities Development.
10. Such other duties as may be necessary to limit the liability of Monroe County.
11. *Monitor compliance with terms of all Facilities Development contracts, and when necessary, advise department director of problems and issues associated with contracts.
12. *Coordinate with Finance Department and appropriate staff to determine compliance with contracts.
13. *Develop and maintain monitoring database detailing dates, contracts, and details checked.
14. *Monitor expiration dates of all Facilities Development contracts, and advise appropriate staff when it is necessary to initiate renewals or RFP/RFQ/RFB to replace a contract not eligible for renewal.
15. *Develop, continuously update, and improve standardized contract and bidding forms.
16. Analyze and revise, when necessary, procedures for routing and review of contracts before they are placed on BOCC agenda.
17. *Verify that all required department heads have completed reviews prior to contract being placed on agenda for approval.
18. Coordinate with staff to ensure that contracts are promptly executed and delivered to contractors.
19. *Review standardized contracts proposed by vendors and work to revise to protect County's interests.
20. Other duties as assigned.

***Indicates an essential job function**

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: FACILITIES DEVELOPMENT CONTRACT ADMINISTRATOR	Class Code:	Position Level: 11
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree required: Major(s) required: Administration, accounting or legal.
<i>Experience:</i>	5-7 years prior related work experience in area of contract monitoring, contract administration, paralegal or accounting.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or Divisional objectives. Independent judgement is required to recommend departmental or Divisional objectives, evaluate new approaches to problem solving, and assesses changing or conditions.
<i>Communication with Others:</i>	Requires regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within the department. Formally plan, assigns, directs and coordinates the work of these functions. Responsible for making recommendations to the assigned department regarding contracting procedures, resolution of difficulties with contractors and coordination of contract activities.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain.
<i>On Call Requirements:</i>	On call 24 hours pending disasters and emergencies.
<i>Other:</i>	Florida Drivers License not required.

APPROVALS		
<i>Department Head:</i>		
Name: N/A	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: David S. Koppel, PE	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: Thomas J. Willi	Signature:  _____	Date: 9/30/05

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

MONROE COUNTY

JOB DESCRIPTION

Position Title: PROJECT MANAGER

Date:

Position Level: 10

FLSA Status:

Class Code:

GENERAL DESCRIPTION

Primary function is the management of numerous construction projects. Supervises inspectors involved, reviewing their work and ensuring quality and completion in a timely manner of these projects.

KEY RESPONSIBILITIES

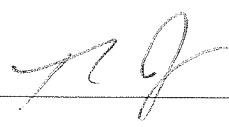
1. * Manages buildings, parks and other construction projects.
2. Performs inspection review services for buildings and other construction projects.
3. * Reviews project manuals for construction projects.
4. * Reviews technical specifications.
5. * Reviews plans and specifications for construction projects.
6. * Provides training and supervision for inspectors
7. * Reviews change order requests and provides recommendations.
8. Investigates complaints and provides solutions.
9. Reviews construction contracts.
10. Assists with preparing permit applications and related documentation and drawings to the Building Department, FDOT, FDEP, ACOE, US Fish and Wildlife, etc., and responds to agency comments.
- 11.* Prepares technical reports following the investigation and research of an assignment.
- 12.* Researches technical product information.
- 13.* Prepares costs analysis for construction projects.
- 14.* Prepares correspondence.
15. Attends weekly project and coordination meetings.

* Indicates an "essential" job function.

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Position Title: PROJECT MANAGER	Class Code:	Position Level: 10
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree preferred, not required. Major(s) preferred: Construction related field.
<i>Experience:</i>	3 to 5 years with degree, 5 to 7 without degree.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry programs and to explain specialized matters. Also requires continuing contact with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendation within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters and emergencies.
<i>Other:</i>	Requires Florida Drivers License. Previous experience with the County in an engineering position is preferred.

APPROVALS			
<i>Department Head:</i>			
Name:	N/A	Signature: _____	Date: _____
<i>Division Director:</i>			
Name:	David S. Koppel, PE	Signature: _____	Date: _____
<i>County Administrator:</i>			
Name:	Thomas J. Willi	Signature: 	Date: 9/30/05
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Name: _____	Signature: _____	Date: _____	

MONROE COUNTY

JOB DESCRIPTION

Position Title: SUPERVISOR CONSTRUCTION INSPECTION

Date: 07/30/99

Position Level: 9

FLSA Status: Nonexempt

Class Code: 9-1

GENERAL DESCRIPTION

Primary function is to inspect construction projects which include reviewing documents and ensuring compliance with applicable laws and codes.

KEY RESPONSIBILITIES

1. *Prepare daily reports and meeting minutes.
2. *Review plans, specifications, submissions and contract documents.
3. *Inspect construction for conformance with plans, specifications and codes.
4. *Conduct weekly job site meets for Capital Projects.
5. *Investigate complaints and prepare reports on action to be taken.
6. Act as Public Relations Representative for County and with public.
7. *Take pictures and keep photolog of job site progress on Capital Projects.
8. *Review "Request for Information" on construction projects.
9. Review Request for Proposal on construction projects.
10. Advise Construction Administrator on project schedules.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SUPERVISOR CONSTRUCTION INSPECTION	Class Code: 9-1	Position Level: 9
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.

APPROVALS			
<i>Department Head:</i>			
Name:	N/A	Signature: _____	Date: _____
<i>Division Director:</i>			
Name:	David S. Koppel, PE	Signature: _____	Date: _____
<i>County Administrator:</i>			
Name:	Thomas J. Willi	Signature: 	Date: 9/30/05

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